



DEPARTMENT OF THE NAVY  
OFFICE OF THE SECRETARY  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

SECNAVINST 7042.7J CH-1  
AAUSN  
27 September 1999

SECNAV INSTRUCTION 7042.7J CHANGE TRANSMITTAL 1

From: Secretary of the Navy

Subj: GUIDELINES FOR USE OF OFFICIAL REPRESENTATION FUNDS (ORF)

Encl: (1) Revised page 4

1. Purpose. To provide current dollar limitation for official gifts presented to non-DoD dignitaries.

2. Action. Remove page 4 and replace with enclosure (1) of this change transmittal.

*Richard Danzig*  
Richard Danzig

Distribution:  
(Same as basic)

Additionally, as specific occasions warrant, different ratios may be authorized by the AAUSN, CNO, or CMC as deemed appropriate.

(1) DoD personnel in excess of the ratios above may attend functions by paying a pro rata share of the total expense. Such attendance shall be recorded as a separate part of the official guest list furnished for the event.

(2) For DoD personnel attending official hosted functions who are receiving per diem or reimbursement for actual expenses while on authorized official travel, the authorization or sub-authorization holder will collect an appropriate amount from each to reduce the ORF cost of the function. The amount to be collected at functions where meals are served is the approved proportionate amount allowed for the meal under current per diem rates (part II of appendices B and D of reference (c)), or the actual cost of the meal, if less. No collections will be required at receptions where only hors d'oeuvres are served or for official courtesies in honor of the DoD officials included in enclosure (1). Vouchers will be annotated to show the number of persons from whom collections were made. These DoD personnel should be included in the total number of DoD attending the function but will not be counted against any required ratio of DoD and non-DoD personnel as long as the amount of per diem collected is at least equivalent to the member's pro rata share of the total expense.

#### c. Gifts and Mementos

R) (1) Gifts or mementos with a command or official theme, and costing no more than \$260 each or the current amount determined in reference (a) may be presented at official ceremonies or functions. The aggregate cost of gifts presented by any one DoD official to any one authorized guest may not exceed \$260. In addition, Title 22, U.S.C. 2694 places this monetary limit on gifts presented to foreign nationals requiring any exception to the policy to be approved by Congress. Mementos may be presented by any authorization or sub-authorization holder of Navy ORF to individuals included in paragraph 6a, except DoD personnel. Command or official theme mementos/gifts include but are not limited to plaques, pens, books, command/ship ball caps, and other items with an official logo that cannot be misconstrued as a personal gift. Personal gifts such as sports equipment, t-shirts, golf shirts, flight jackets, uniforms, scarves, ties, alcohol, tobacco, flowers, and other items that by their nature are considered personal may not be purchased under the ORF